Approach Paper
Global feminist collaborative evaluation of UN Women's approach to social norms

1. Introduction

The Independent Evaluation Service is leading a formative evaluation of UN Women's new social norms outcome area as committed to in the Global Evaluation Plan for 2023. UN Women's Strategic Plan 2022-2025, both, identifies discriminatory social norms as a structural barrier to gender equality and women's empowerment, and positions positive social norms as a high-leverage mechanism to advance UN Women's vision.[1] Supporting positive social norms has been identified as one of the seven corporate systemic outcomes.[2] The Policy, Programme and Intergovernmental Division (PPID) sets the programmatic standards, assures the quality of programme design, and provides guidance to country level programme work of UN Women, as well as supporting the coordination role of UN Women at regional and country level. PPID is responsible for laying the groundwork for the implementation of key elements of UN Women's Strategic Plan.

The topic of social norms change is a complex new outcome area for UN Women, with a lack of understanding on how this translates into programmatic and measurement approaches. Given the nascent state of development of this outcome area, the Feminist Collaborative Evaluation (FCE)[3] approach was identified as an appropriate approach given its emphasis on working collaboratively with the evaluand stakeholders to ensure a deep understanding of context and production of real-time insights that can feed directly into the programmatic development. The FCE will be conducted in parallel to the work led by PPID providing opportunity for the FCE to feed directly into the process of development in real-time. FCE is an approach that applies feminist principles and integrates a collaborative approach between the evaluand and the evaluators in various ways, which are detailed in the approach paper. The FCE will apply feminist inquiry and be informed by women's voices, global south expertise, and civil society efforts in the space of social norms. This FCE will be a comprehensive exercise exploring and understanding different approaches on social norms programming both within the organization and through engagement with UN Women's key partners and experts in civil society.

Interest in formative evaluations of social norms work in UN Women have been proposed at regional and corporate levels, which formed the basis for this global FCE of the social norms outcome area. In 2021, several Regional Directors expressed interest in a more integrated approach to corporate and regional level evaluations, so that they ensure synergies, and are more deeply embedded and linked with regional perspectives and priorities. The FCE provides an opportunity to be responsive to the internal demands for an integrated approach, as it will facilitate an in-depth regional approach to provide comprehensive analysis and evidence based on experiences at the field level across different regions while feeding simultaneously into the HQ-led process of development of the programmatic framework and guidance.

2. Purpose, use, and scope

The purpose of this Feminist Collaborative Evaluation (FCE) is to support the production of real-time insights to feed into the development of the social norms outcome area and facilitate learning about approaches aimed at changing social norms to achieve gender equality and women's empowerment.

The primary intended users of the evaluation are UN Women's PPID team dedicated to the social norms outcome area, senior management, programmatic staff at regional and country offices. The evaluation is also intended to be

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[1] UN Women. Strategic Plan (2022-2025). Accessed from: https://documents-dds-ny.un.org/doc/UNDOC/GEN/N21/186/22/PDF/N2118622.pdf?OpenElement
[2] UN Women. Strategic Plan (2022-2025). Accessed from: https://documents-dds-ny.un.org/doc/UNDOC/GEN/N21/186/22/PDF/N2118622.pdf?OpenElement
[3] Rita G. O'Sullivan, Collaborative Evaluation within a framework of stakeholder-oriented evaluation approaches, Evaluation and Program Planning 35 (2012) 518–522.

useful for other actors working in social norms, including civil society, UN agencies, INGOs, and NGOs, and national partners, as well as international and regional development partners. The IES may utilize the evaluation to feed into evaluation tools and guidance for evaluating social norms efforts at UN Women.

Scope:

The FCE will include efforts primarily between 2019 – present. The regions that expressed interest in an evaluation or case study include: Asia and the Pacific, Europe and Central Asia, Eastern and Southern Africa and Latin America and the Caribbean regions, and thus, will be the focus of the analyses and case studies.

3. Objectives and key questions

The key objectives to be addressed by the FCE include the following:
   a. **Contribute to building an understanding on social norms efforts implemented by UN Women and implicit/explicit theories of change being applied through programmatic efforts** across different regions and thematic areas.
   b. **Feed into the headquarters led programmatic development of the social norms area** with evaluative evidence.
   c. **Contribute to building a repository** (including internal and external information) of approaches to measuring social norms, which could be used by UN Women CO's to support programming on social norms.
   d. **Contribute to the understanding of UN Women's niche/potential role** with respect to social norms programming in the UN system and beyond, considering efforts of civil society at both country and global levels.
   e. **Identify lessons learned and recommendations related to future programming and corporate level requirements** or systems necessary to support and measure progress in this area of work.

The following three key questions will guide the overall Feminist Collaborative Evaluation. The questions may be adapted as the process moves forward.

- **What have we learned about social norms programmatic work implemented by UN Women?**
  o What is the current investment and portfolio of efforts at UN Women dedicated to social norms work?
  o How are different initiatives conceptualizing social norms programming at UN Women in relation to the socio-ecological model?
  o To what extent is the leave no one behind principle integrated in UN Women's social norms programming?
  o What are the implicit / explicit theories of change being applied through programmatic efforts and how are these informed and implemented collaboratively with civil society?
  o What measurement approaches are feasible?
- **What are the opportunities at the organizational level for supporting UN Women personnel in planning, implementing, monitoring and evaluating social norms work?**
- **What are the opportunities/niche for UN Women to contribute to social norms programmatic space externally?**

4. Background on Social Norms work at UN Women

Social norms are often implicit, informal rules that one assumes most people accept and abide by and these are embedded in formal and informal institutions and produced and reproduced through social interactions. While the

inclusion of social norms as a specific outcome has been a recent development, UN Women programming has addressed social norms change as a strategy directly or indirectly in its broader advocacy on gender equality and specifically in its work within thematic areas such as ending violence against women and girls, women's economic empowerment, and promoting women in leadership. UN Women adopts an integrated approach to transform the unequal power relations and discriminatory social norms, behaviours and practices and promote those that advance gender equality and women's empowerment. This includes engaging men and boys as allies to promote respectful, equitable and non-violent relationships, contribute to transforming negative stereotypes constraining women's participation in public and private life, addressing social norms that prevent women and girls' access to humanitarian assistance, and increase the acceptance of women as leaders and agents of change. Social norms work is also relevant in cross cutting areas such as education, health, sports, peacebuilding, humanitarian action and disaster risk reduction.

For the first time, the UN Women Strategic Plan 2022-2025 adopted an explicit outcome dedicated to social norms, Outcome 3: "Positive social norms, including through engaging men and boys" with the output and indicators listed in table 1.

Table 1. UN Women Strategic Plan Integrated Resources Framework Outcome 3		
SP Outcome/Output Statement	Indicator	Baseline
Outcome 3 More men and boys and women and girls adopt attitudes, norms and practices that advance gender equality and women's empowerment, including those that promote positive social norms"	3.1 Extent of bias in gender equality attitudes and/or gender social norms among individuals	TBD
	3.2 Number of institutions putting in place policies and practices to address gender-based discrimination and/or combat gender stereotypes	TBD
	3.3 Number of countries and/or other actors with comprehensive and coordinated VAW prevention strategy	32
Output: Changes attributed to UN-Women in skills or abilities and capacities of individuals or institutions and/or the availability of new products and services contributing to Positive social norms, including through engaging men and boys.	3.a Number of research and/or practice-based initiatives undertaken to advance data, evidence and knowledge, including standardised methods to assess, monitor, measure and/or achieve behaviour and/or social/gender norms change	TBD
	3.b Number of community or organizational level UN Women programmes that address behaviour and/or social/gender norms using evidence/practice-based methodologies	TBD
	3.c Number of data collection initiatives, conducted or supported by UN Women that include behaviour and/or social/gender norms dimensions	TBD
	3.d Number of organizations/institutions with increased capacities to identify and/or address discriminatory behaviour and/or social/gender norms change	TBD
	3.e Number of draft policies with monitoring/reporting mechanisms developed by partners to address gender-based discrimination and/or combat gender stereotypes	TBD
	3.f Number of countries with a process to design and implement VAW prevention strategies, or with VAW prevention interventions based on global norms and standards	33

Although programmatic efforts on social norms have been prevalent in UN Women's efforts at the global, regional and country level; an explicit recognition of this area of work marks a shift in the organizations philosophy of embedding and advancing social norms work across the four thematic impact areas.[4] Thus, in 2022, under the leadership of Research and Data and the Political Analysis and Programme Development units of the Programme, Policy and Intergovernmental Division (PPID), work began to define the social norms outcome area of work with the aim of informing future programming directions. One of the first steps was the establishment of an Internal Advisory Group. Two literature reviews, one on theories and practices in social norms work promoted by international organisations and an internal mapping of the social norms work by UN Women country, regional and global offices were completed in 2022[5]. In January 2023, a Research Specialist on Social Norms was appointed to deepen this work[6].

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[4] (i) governance and participation in public life; (ii) women 's economic empowerment; (iii) ending violence against women and girls; and (iv) women, peace and security, humanitarian action and disaster risk reduction.
[5] LadySmith (2022)
[6] UN WOMEN Jobs - 109266- UN Women: Research Specialist on Social Norms (undp.org)

The literature review completed in 2022 identified four obstacles to effectiveness and sustainability of programmatic efforts of international organisations on social norms:"i) lack of consensus among experts regarding what norms are and how to change them; ii) definitional fuzziness and too-frequent recourse to sweeping and paralyzing concepts; iii) funding mechanisms that preclude the long-term investments required to do norms change work; and iv) lack of reasonable methods to measure norms and their change that account for their diffuse nature, and also fit with donor standards around monitoring and accountability."[7] The review recommends a feminist approach to social norms work for UN Women and suggests an adaptation of the popular socio-ecological model (see Figure 1 below) as a possible framework for UN Women corporate strategy on social norms work. Peer reviews of the literature review suggest that while this is an important piece of work there are key gaps that need to be addressed-primarily the review did not include global south scholarship on the subject. The internal mapping exercise found a range of interventions but also found that across the organization there is lack of consensus on what social norms are, what the work on social norms needs to include and how such work would be measured.

In early 2023, the Research Specialist on Social Norms completed a review of work reported by UN Women offices under the social norms outcome area for the year 2022. The review suggested that i) there are a range of interventions across thematic areas that report addressing social norms; 19 country offices reported use of evidence/practice-based methodologies at community or organizational level to address social norms; 18 country offices and 1 regional office reported research and data initiatives on elements of social norms and 18 country offices reported policy initiatives on EVAW. At least 7 CO and RO have reported that they have completed an evaluation of their programme/project on social norms. However, given that this was the first-year reporting against the outcome, there may be confusion on what to include, thus the information may not be comprehensive.

Figure 1: Adaptation of the socio-ecological model

Source: Adapted from Cislaghi et al., 2019.
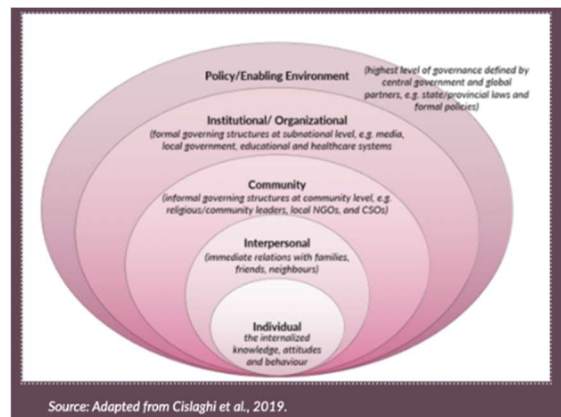
5.   **Feminist Collaborative Evaluation management arrangements**

The FCE will be led by the Independent Evaluation Service and embed a participatory /collaborative approach to ensure full ownership of PPID, Regional and Country Offices. The Chief of IES and the Director of Independent Evaluation and Audit Services provide overall oversight of evaluations at UN Women. There are three levels of work proposed along with the following roles and responsibilities.

- **Global level**
  - o **IES will constitute a core FCE team.** The Regional Evaluation Specialist for Asia and the Pacific will lead and coordinate the overall FCE in close consultation with other R/ES engaged. Two regional evaluation consultants and one intern will be engaged as key team members. The core FCE team will coordinate closely with the PPID Research Specialist on Social Norms and relevant units at country and regional levels.

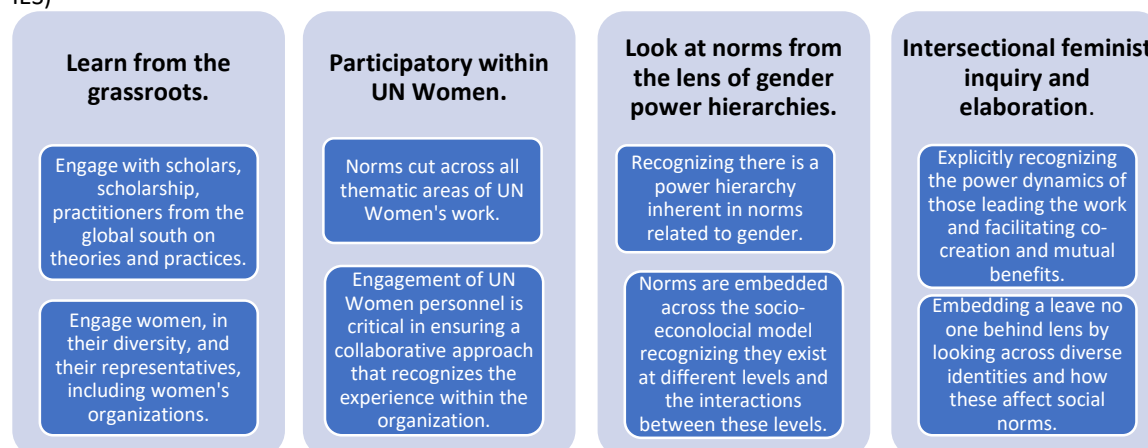[7] LadySmith (2022) Summary Report on Social Norms (Draft)

- o **An expert consultant on social norms with experience in feminist participatory inquiry/review/evaluations and workshop facilitation** will be engaged to contribute as a key team member of the FCE. The consultant will contribute to the overall conduct of the FCE, including country case study methodology, supporting data collection of country case studies, facilitating sense-making workshops to validate findings and recommendations, synthesizing findings in short case study reports, contributing to an external mapping of initiatives (building off previous and ongoing work), conducting key informant interviews or focus group discussions, and contributing to drafting the overall synthesis report.
  - o **Internal Advisory group** – members of the current social norms outcome area advisory group will be consulted on various products of the evaluation and may be engaged virtually in global or regional sensemaking workshops.
  - o **External Advisory group –** a group of global south experts on social norms change is being convened by the PPID Research Specialist on Social Norms. The evaluation products will be presented for feedback to the External Advisory Group at key touchpoints during the conduct of the evaluation.
- **Regional level**
  - o The IES Regional Evaluation Specialists (RES) (ECA, ESA, AP, LAC) will be leading the country case studies and coordinating regional inputs throughout the conduct of the evaluation. UN Women Regional Office thematic experts (if not already part of the Internal Advisory Group) may be engaged in providing inputs throughout the evaluation process and participating in sense-making workshops.
- **Country level**
  - o The IES RES will work closely with an **M&E officer/focal point** based in a field office (ideally the case study country) to further embed and build capacity around this area of work and collaborate on the data collection and analysis. The M&E officer will work with the guidance of the core FCE team and hire **national evaluation consultants with experience in feminist participatory methods and socio-ecological approach to social norms change** who will be engaged to support the case studies. Global south experts from civil society will be engaged in participatory methods in the conduct of the case studies.

6. **Methodology**

The methodology was defined in collaboration with the key stakeholders of the FCE. The Feminist Collaborative Approach entails systematically identifying opportunities for collaboration with stakeholders in the planning and implementation of the evaluation while applying the feminist principles outlined below. In line with the principles proposed by the PPID Research Specialist on Social Norms [8], this FCE will employ an adapted version of these principles (figure 2):

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[88] As shared in a presentation on 17 April 2023.

Figure 2. Principles for the social norms work (shared by PPID Research Specialist on Social Norms and adapted by IES)

Learn from the grassroots.

Engage with scholars, scholarship, practitioners from the global south on theories and practices.

Engage women, in their diversity, and their representatives, including women's organizations.

Participatory within UN Women.

Norms cut across all thematic areas of UN Women's work.

Engagement of UN Women personnel is critical in ensuring a collaborative approach that recognizes the experience within the organization.

Look at norms from the lens of gender power hierarchies.

Recognizing there is a power hierarchy inherent in norms related to gender.

Norms are embedded across the socio-econolocial model recognizing they exist at different levels and the interactions between these levels.

Intersectional feminist inquiry and elaboration.

Explicitly recognizing the power dynamics of those leading the work and facilitating co-creation and mutual benefits.

Embedding a leave no one behind lens by looking across diverse identities and how these affect social norms.

The UN Women Evaluation Policy[9] is the main guiding document that sets out the Entity's principles and organizational framework for evaluation planning, conduct and follow-up. These principles are aligned with the United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation in the UN System[10], Ethical Guidelines[11], and Evaluation Guidance.[12]
The FCE will emphasize the following principles of evaluation at UN Women:[13]

- *Innovation*: Evaluations should seek to identify and highlight innovative approaches to gender equality and the empowerment of women
- *Quality and credibility*: Evaluations should be conducted in a systematic manner, applying sound approaches and methods.
- *Independence and impartiality*: The evaluation function should be independent of other management functions to ensure it is credible, free from undue influence, and results in unbiased reports.
- *Fair power relations and empowerment*: Evaluations should be conducted with an understanding of contextual power and gender relations. Evaluations can foster empowerment through the participation of stakeholders in the creation of knowledge about the intervention and other aspects of the evaluation process, and in the communication of its results.
- *Participation and inclusion*: Evaluations should promote participation of stakeholders and inclusiveness.

Methods will employ the feminist principles for monitoring and evaluation as proposed by Batliwala and Pittman (see Box 1) by recognizing that no one tool, or framework will be adequate for exploring social norms approaches because they must be unique or adapted as appropriate to the context. This means a menu of options will be available and an iterative approach will be adopted in the FCE to allow for flexibility. Mixed qualitative and quantitative methods, including a combination of secondary data, including desk-based analyses of existing information (systematic review of evaluations, portfolio review based on RMS/DAMs) and primary data collection, including a potential survey, workshops, focus group discussions, storytelling, and key informant interviews.

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[9] UN Women, Evaluation Policy, updated 2020: https://www.unwomen.org/-/media/headquarters/attachments/sections/executive%20board/2020/second%20regular%20session/unw-2020-5-rev2%20revised%20eval%20policy%20for%20endorsement%20at%20srs%202020%203%20sept%20rev.pdf?la=en&vs=3925
[10] UNEG (United Nations Evaluation Group). 2016. UNEG Norms and Standards. New York: UNEG. Available at: http://www.unevaluation.org/document/ detail/1914
[11] UNEG (United Nations Evaluation Group). 2020. UNEG Ethical Guidelines. New York: UNEG Available at: http://www.unevaluation.org/document/ download/3625
[12] UNEG (United Nations Evaluation Group). 2014. Integrating Human Rights and Gender Equality in Evaluations. New York: UNEG. Available at: http://www. unevaluation.org/document/detail/1616
[13] Described in the UN Women Handbook: How to manage gender responsive evaluation, (updated 2022) : UN-Women-Evaluation-Handbook-2022-en.pdf (unwomen.org)

> Box 1. Srilatha Batliwala and Alexandra Pittman (Association for Women's Rights in Development - AWID, 2010) propose feminist principles for monitoring and evaluation in their paper: Capturing Change in Women's Realities A Critical Overview of Current Monitoring & Evaluation Frameworks and Approaches, which have been adapted for this FDE:
> - Identifying tools that are designed to unpack the nature of gender inequalities and the social inequalities through which these are mediated.
> - Recognizing that no single assessment framework can adequately capture all dimensions of gendered social change processes; consequently, we must combine different approaches and tools in the most appropriate manner for our specific needs. Similarly, no single tool can assess all the components of a feminist change process.
> - Identifying tools that will enable the tracking and appropriate interpretation of backlashes and resistance to change.
> - Ensuring tools will not seek to attribute change to particular actors, but to assess who and what contributed to change.
> - Recognizing that approaches will challenge and transcend the traditional hierarchies within assessment techniques and will combine the best of all existing tools to create better evidence and knowledge for all.
> - Women's voices and experiences will inform and transform the frameworks and approaches.
> - Recognizing that change must occur in both the formal realm of law, policy, and resources, as well as in culture, beliefs, and practices, our tools will track changes in both of these domains at the individual and systemic levels.
> - Acknowledging that while changing gender power structures is complex, assessment tools must combine simplicity and accessibility. We will attempt to create approaches that can bridge this paradox.

There are five key streams of work, roles and tentative timeframe are outlined below in table 2.

i. **Meta-synthesis of evaluations:** The aim of the meta-synthesis is to identify trends in findings, conclusions and recommendations related to social norms work at UN Women based on evaluative evidence. Ideally, this information would provide an understanding on what works for social norms programming, however, it may also provide insights into the type of work and requirements for enhancing the effectiveness. Ideally information related to measurement of social norms work will be captured. Criteria for selection of the evaluation universe includes the following: produced during 2019-2022, rated as "good" or "very good". A total universe of 130 evaluations were identified as meeting these criteria; thus, a sample of 40 (30%) will be selected for inclusion in the review. In order to select the 40 evaluations, the following criteria will be followed: "social norms" is in the title, coverage across thematic areas. The FCE team developed a codebook based on taxonomy related to social norms (see annex 1), but this will evolve as the analysis is undertaken.

ii. **Portfolio review:** The aim of the portfolio review is to provide an understanding of the breadth and depth of work and investment by UN Women in social norms across the organization (in the selected regions). Although social norms work is embedded across UN Women's work, the scope of the review will be limited to the selection of projects with explicit objectives related to social norms. UN Women internal systems for projects, DAMs, will be reviewed to identify projects with specific objectives related to social norms work. The information will be validated against Atlas and outreach to the offices. Characteristics of the projects will be summarized to identify how many projects can be classified as focused on social norms, the focus of these projects (sub-categorization by theme or type of work against the socio-ecological model), target groups, and budget.

iii. **Country case studies:** are a critical component of the FCE, as they will explore the pathways of change and inform implicit/explicit theories of change that can provide inspiration and lessons learned for social norms programming efforts at UN Women. The case studies will be participatory and led by Regional Evaluation Specialists in collaboration with the country office M&R/E Officer and a national expert on social norms and feminist participatory evaluation methods. The case studies will engage rights holders, experts in social norms from the country, and civil society in surfacing their understandings of social norms efforts through storytelling or other feminist methodologies rooted in the country and local context. A method note for the case study will be developed to ensure some consistency across all case studies, however, as noted above the methods and tools utilized may be different in each case. An iterative approach will be taken as the approach may shift as evidence emerges. The case study may focus on a specific project, or it may look more broadly at how social norms are integrated across different initiatives of the CO.

The country case studies will explore several key questions related to UN Women's work, and questions will emerge as the process moves forward:

a. How do UN Women CO's define and approach social norms programmatic work?
b. What are the implicit/explicit pathways of change being applied by UN Women CO's in the selected projects and across thematic areas?
c. How are results unfolding across the socio-ecological model:
   a. At the level of communities/ organisations with whom interventions are being carried out[14]?
   b. As a result of policy initiatives being carried out[15]?
   c. As a result of interventions to change organisational culture?
d. What has emerged from research and approaches for monitoring and evaluating that can inform approaches for measuring social norms work?
e. What organizational guidance, tools, skills and capacities are necessary for UN Women supported social norms work?

Country case study selection criteria

The selection of country case studies will be based on the desk review (meta-analysis of evaluations, review of annual reports led by PPID, and the regional portfolio reviews), and consultations with UN Women personnel at regional and country levels. The following criteria will be prioritized:
   a. Project or programme with explicit objectives/outcomes dedicated to social norms or Country Strategy/ Strategic Note dedicated to social norms.
   b. No recent evaluation of the initiative has been completed.
   c. Potential to be included as part of an ongoing/planned evaluation.
   d. Opportunities for learning.

The final selection will also be based on feasibility and the entire group of cases will be reviewed to ensure that all thematic areas are covered.

iv. **External mapping of social norms efforts:** The aim of the mapping is to have a comprehensive understanding of what other UN and key INGO's are doing in the space of social norms in order to identify a potential niche for UN Women. The PPID led mapping (2022) will be explored as a starting point and additional desk review will be completed to ensure a comprehensive understanding of work in the social norms area, key informant interviews will inform the analysis of potential gaps and role for UN Women.

v. **Review of UN Women internal systems:** The aim of the review of internal systems is to identify what type of support is available for UN Women personnel to plan, implement, monitor and evaluate programmatic efforts on social norms. UN Women's Policy, Procedures, and Guidance and the Results Management System (RMS) will be reviewed. Key informant interviews and potentially focus group discussions and a potential short survey will inform the analysis to identify opportunities for supporting social norms work at UN Women.
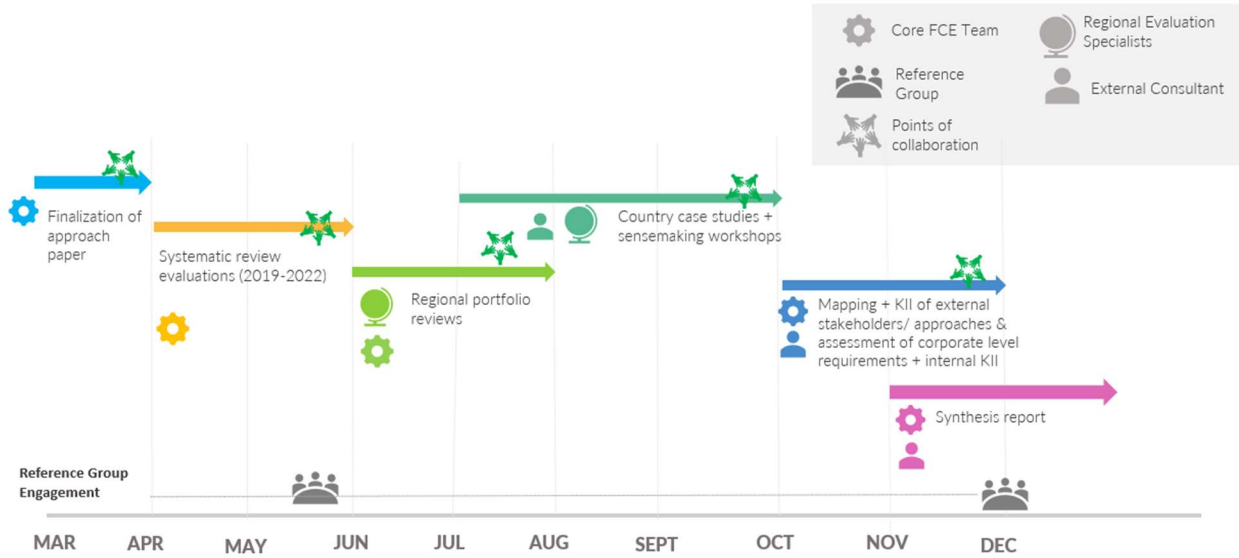
7. **Key milestones**

The FCE will take place between April and January 2024. The synthesis report will be shared in December and finalized (copy-edited and formatted) by January 2024. Key milestones, methods and stakeholders to lead each effort are outlined in table 2 and figure 3 maps this to the timeline. The workplan of the PPID Research Specialist on Social Norms is also below and the FCE team will ensure close collaboration so that the FCE products feed directly into the work of PPID (as identified in figure 3).

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[14] UN Women Strategic Plan Outcome Indicator 3b
[15] UN Women Strategic Plan Outcome Indicator 3 e,f

Table 2. Key milestones and methods

Milestone (output)	Tentative timeframe	Methods	Points of collaboration with UN Women	Stakeholders leading
Agreed approach for the DE (approach paper)	End of April	• Discussions with key internal stakeholders.	• PPID collaborated on the approach paper. • RO's to provide inputs.	• Core FCE team
Systematic review of UN Women evaluations completed during 2019-2022 (summary of key themes/findings)	End of May	• A codebook and framework for the meta-analysis will be developed. • Desk based analysis of a sample of UN Women evaluations completed between 2019-2022 (rated "good or very good" by an external assessor) to identify common themes related to social norms change work at UN Women.	• Workshop where findings are presented.	• Core FCE team
Regional Portfolio reviews (summary of key initiatives classified by pre-defined categories, budgets, and stakeholders for participating regions)		• A framework for the portfolio review will be developed. • Desk based analysis based on RMS and DAMs data to identify UN Women efforts classified as "social norms", sub-types of work, and amount invested.	• Workshop where findings are presented.	• Core FCE team (framework + review) + RES supporting validation within region
Case studies at country (or regional) level to identify programmatic and measurement approaches. (summary report on key findings following a pre-defined structure)	Final report End October	• Appx. 6 countries will be selected (1-2 countries from the following regions LAC, AP, ESA, ECA) will be selected based on clear criteria outlined above. • A Method note for the case study will be developed to ensure consistency in reporting with options for methodology. • The methodology will be informed by the country context and consultations. It may include desk review, field visits, observations, focus group discussions, storytelling, action research or other feminist methodologies and key informant interviews + sensemaking workshop.	• PPID to provide inputs to the method note. • Sense-making workshop to engage PPID, RO and CO's.	• Core FCE team to provide the case study framework and review the products • National consultant + Regional Evaluation Specialists + M&E focal point • Consultant on social norms to contribute to the case studies.
Comparative analysis of UN Women positioning in social norms space	End of November	• Building off of previous PPID (Ladysmith) mapping of external stakeholders efforts. • KII's with key stakeholders from UN Women, UN agencies and experts from global south	• PPID to provide the original mapping and share information on their work related to "building external networks and collaborations".	• Core FCE team + consultant on social norms to contribute.
Synthesis report: this will synthesize all inputs above and identify lessons learned, conclusions, and recommendations (draft synthesis report)	Final report end December	• Based on above deliverables (systematic review of evaluations, regional portfolio reviews, case studies) • Based on assessment of key systems (RMS, DAMs) • Key informant interviews; and a sensemaking workshop prior to finalization.	• PPID and participating RO's and CO's invited to review the report. • Final sense-making workshop.	• Core FCE team + consultant on social norms to contribute.

Figure 3 Overview of Feminist Collaborative Evaluation key milestones

PPID Social Norms Research Specialist Work Plan (shared 17 April 2023)

8. Ethics

Evaluators should have personal and professional integrity and abide by the UNEG Ethical Guidelines for evaluation and the UNEG Pledge of Commitment to Ethical Conduct in Evaluation in the UN system to ensure that the rights of individuals involved in an evaluation are respected. Evaluators must act with cultural sensitivity and pay particular attention to protocols, codes and recommendations that may be relevant to their interactions with women. UN Women has developed a UN Women Evaluation Consultants Agreement Form for evaluators that must be signed as part of the contracting process.

The evaluation's value added is its impartial and systematic assessment of the programme or intervention. The FCE is a collaborative process, nevertheless, involvement of stakeholders should not interfere with the impartiality of the evaluation. The evaluator(s) have the final judgment on the findings, conclusions and recommendations of the evaluation report, and the evaluator(s) must be protected from pressures to change information in the report. Additionally, if the evaluator(s) identify issues of wrongdoing, fraud or other unethical conduct, UN Women procedures must be followed and confidentiality be maintained.

The UN Women Legal Framework for Addressing Non-Compliance with UN Standards of Conduct, and accompanying policies protecting against retaliation and prohibiting harassment and abuse of authority, provide a cohesive framework ensuring that staff members do not engage in any wrongdoing and that all allegations of wrongdoing are reported promptly, investigated and appropriate action taken to achieve accountability.

The evaluators will obtain informed consent to participate in the evaluation activities prior to engaging in data collection. The evaluation team members will read the statement of intent of the evaluation and request the individual to express their willingness to participate or not prior to initiating the discussion or interview in the local language and/or English (see Annex 2.

The evaluation teams must also:
- Always ensure the "do no harm" principle guides decisions. Consider in what ways the evaluation activities may put members of the community at risk, and how these risks may be mitigated.
- Strictly follow the travel advisories issued by UNDSS.
- Provide information on support services available to the participant, as necessary.
- Review and amend ethics and safety protocols and data collection tools if methodological approaches have been changed after the evaluation inception phase due to unforeseen or emergent issues.
- Consider the 'affective atmospheres' of conducting any kind of social research in a crisis setting, when normal routines are disrupted, and many people are feeling uncertain.[16]
- Understand how the current context affects the most disadvantaged and marginalized, and ensure these issues are addressed in the evaluation design and implementation, including data collection methods.[17] Weigh the benefits/ risks of engaging these groups vs other forms of data collection or postponing the exercise.

Ensuring the safety of women affected by violence

Although violence against women (VAW) is not the primary focus of the evaluation, all evaluations have an ethical obligation to ensure proper planning and protocol in the case that the subject of violence against the individual being interviewed is raised. As such, the evaluation will be guided by the World Health Organization *Ethical and Safety*

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16 Lupton, D. (editor) (2020) Doing fieldwork in a pandemic (crowd-sourced document).
17 Macfarlan, A. (2020, April 21). Adapting evaluation in the time of COVID-19 - Part 1: MANAGE.

recommendations for intervention research on violence against women (2016)[18] and UN Women's *Safe consultations with survivors of violence against women and girls (2022).* [19] Please see Annex 2 for more details.

Data management plan
All data collected through this evaluation is subject to the UN Women Information Security Policy that sets out the basis for UN Women in protecting the confidentiality, integrity and availability of its data to protect these assets against unauthorized usage, access, modification, destruction, disclosure, loss or transfer of data, whether accidental or intentional. All UN Women staff and other authorized individuals or entities are responsible for maintaining appropriate control over information in their care and for bringing any potential threats to the confidentiality, integrity, or availability of that information to the attention of the appropriate management. Compliance with this Policy is a condition of employment for all UN Women staff and a condition of contract for all other authorized individuals or entities, unless a prior (temporary) waiver is obtained. Failure to comply with this Policy without obtaining a prior waiver shall be dealt with in accordance with Staff Regulations and Rules, or as appropriate, the contractual terms of UN Women's engagement of the authorized individual or entity. Data Management Plan outlining key aspects of data protection during this evaluation, namely collection of data and study materials; treatment of consulted populations and observed topics; storage, security and backups; archiving, preservation and curation; discovery, access and sharing and responsibilities of the key IES staff involved is presented in the Annex 3.

9.Risk Analysis and Mitigation

This FCE could face the following risks, which will be mitigated as indicated in Table 3.

Table 3: Risk Analysis and mitigation strategy	
Risk	**Strategy for Mitigating**
Safety and health restrictions	The FCE team will continuously monitor the security and safety situation and follow the local Designated Official's advice on travel. As necessary, the UN Department of Safety and Security will be consulted for all visit plans and WhatsApp phone numbers will be shared in advance to ensure that they are aware of the evaluation teams' movements.
Conflict of interest vs. independence of the evaluation team	This is a formative and collaborative evaluation approach, which means that there will be a higher level of interaction between the evaluation team and the UN Women personnel managing the programmatic development and implementation. The purpose of this collaborative approach is to ensure ownership and use of the evaluative evidence and relevance of the FCE process. Collaboration does not preclude independence and impartiality. The team leader and team members must act with integrity and professionalism in all interactions and in the analysis. Feedback provided on evaluation products will be tracked for transparency.
Non-response 1. **UN Women** 2. **Key stakeholders**	There is always a risk that the team is not able to reach all individuals/groups/organizations intended. In each case study country, a focal point will be identified who will support the team to obtain the information required. The team is planning well in advance and will have a hybrid online and in-person approach to ensure reach. Virtual interviews will be undertaken in advance of the field visit mainly with UN Women personnel and following the field visit as necessary. All meetings will be confirmed one day in advance and to the extent possible calendar invitations will be sent.
Limited time for completing the evaluation	For the FCE to be useful it must feed directly into the development of the social norms area of work and completed within the planned timeframe. The evaluation team has a weekly team check-in to discuss priorities and bi-weekly larger IES team check in. Regular check-in with the PPID team will be organized and timelines/key touchpoints identified. Documents are all worked on collaboratively so that progress can be tracked. It is also important to manage expectations of stakeholders so that they are aware that breadth over depth (or vice versa) must be managed and certain areas prioritized for more in-depth analysis.
Underuse of the evaluation	Underuse of the evaluation is a risk for all evaluations. With the aim of ensuring use, the FCE was designed to take place in parallel to the development of the social norms programmatic approach so

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18 Ethical and safety recommendations for intervention research on violence against women. Building on lessons from the WHO publication *Putting women first: ethical and safety recommendations for research on domestic violence against women*. (Geneva, World Health Organization, February 2016). Accessible here

[19] Safe consultations with survivors of violence against women and girls. UN Women (2022). Accessible here.

that it could directly feed into the process in real-time rather than waiting until the end of the evaluation.

Touchpoints for collaboration have been identified and evaluation products will be regularly presented for consultation.

The evaluation team will be regularly engaging the internal and external advisory groups to ensure their needs and priorities are listened to and responded to in the evaluation.

The FCE team leader may be involved in commenting on any programmatic framework developed to ensure that evaluative evidence is integrated.

Learning sessions with the UN Women personnel will be organized to discuss the key findings and recommendations.

10. Dissemination and Follow-up

The FCE approach has at its core an aim to be utilized in an ongoing manner through the process of development of the social norms programmatic approach. The FCE team is dedicated to facilitating use of the findings, conclusions and recommendations both during and after completion. Several steps will be taken to facilitate use, including the identification of "touchpoints" where the FCE team will collaborate/engage with the PPID team that is leading the social norms programmatic development and at regional level where sense-making workshops will engage key stakeholders to ensure valid and useful findings. Products of the evaluation will visualize data in ways that facilitates uptake by readers and will apply communication guidelines[20] in the evaluation products to make the report more compelling.[21] Support will be requested from the IES communications specialist consultant to facilitate production of visually appealing products in line with the UN Women Branding guidelines for evaluation.

The products that will be used for communicating evaluation results include: PowerPoint summary of findings, conclusions and recommendations; evaluation brief; full report that will be posted on UN Women's evaluation portal: GATE. A learning session will be facilitated with the relevant country office personnel and Regional Thematic Advisors from the region. A broader regional learning event will also be organized as part of the RBM COP.

The final products will be distributed to the participating UN Women Country Offices, Regional Offices and internal and external advisory groups and their support to disseminate to stakeholders will be requested. Means for engaging the groups of rights holders or representatives that were part of the evaluation process in a learning session will be identified with the UN Women CO's.

The development of a management response within 6 weeks of the report finalization is required per UN Women Evaluation Policy. The management response is the organizations means for communicating its response to the evaluation and its recommendations and creating a plan of action in response to the recommendations. The action plan will be monitored through GATE on a quarterly basis and the implementation status is reported on an annual basis to senior managers and the UN Women Executive Board.

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[20] UN Women, *Editorial Guidance: Writing for the UN Women global website,* (shared internally April 2019)

[21] Use strong headlines; Use strong opening; the story should demonstrate the Issue, action and result/impact; high quality photographs, with captions and credit; quotes from 2-3 beneficiaries, partners and UN Women; latest data and provide sources.

Annex 1
Draft codebook for Meta-synthesis of evaluations

Name
Social Norms
Social norms\Reccomendations
Social norms\Reccomendations\Country context
Social norms\Reccomendations\EVAW
Social norms\Reccomendations\WEE
Social norms\Reccomendations\Humanitarian
Social norms\Reccomendations\WPS
Social norms\Reccomendations\Regional context
Social norms\Reccomendations\Gender equality
Social norms\Reccomendations\EVAW
Social norms\Reccomendations\EVAW\UNcoordination
Social norms\Reccomendations\EVAW\NormativeFrameworks
Social norms\Reccomendations\EVAW\Financing
Social norms\Reccomendations\EVAW\VoiceLeadership
Social norms\Reccomendations\EVAW\GenderStatistics
Social norms\Reccomendations\EVAW\Campaign
Social norms\Reccomendations\EVAW\AccesstoServices
Social norms\Reccomendations\EVAW\EssentialServices
Social norms\Reccomendations\EVAW\CapacityDevelopment
Social norms\Reccomendations\EVAW\COVID19
Social norms\Reccomendations\EVAW\Prevention
Social norms\Reccomendations\WEE
Social norms\Reccomendations\WEE\UNCoordination
Social norms\Reccomendations\WEE\AccesstoServices
Social norms\Reccomendations\WEE\NormativeFrameworks
Social norms\Reccomendations\WEE\Financing
Social norms\Reccomendations\WEE\VoiceLeadership
Social norms\Reccomendations\WEE\GenderStatistics
Social norms\Reccomendations\WEE\Campaign
Social norms\Reccomendations\WEE\DigitalDivide
Social norms\Reccomendations\WEE\CapacityDevelopment
Social norms\Reccomendations\WEE\COVID19
Social norms\Reccomendations\WPS
Social norms\Reccomendations\WPS\UNcoordination
Social norms\Reccomendations\WPS\NormativeFrameworks
Social norms\Reccomendations\WPS\Financing
Social norms\Reccomendations\WPS\VoiceLeadership
Social norms\Reccomendations\WPS\GenderStatistics
Social norms\Reccomendations\WPS\Youth
Social norms\Reccomendations\WPS\CapacityDevelopment
Social norms\Reccomendations\WPS\COVID19
Social norms\Reccomendations\Humanitarian
Social norms\Reccomendations\Humanitarian\UNcoordination
Social norms\Reccomendations\Humanitarian\NormativeFrameworks

April 2023

Social norms\Reccomendations\Humanitarian\Financing
Social norms\Reccomendations\Humanitarian\VoiceLeadership
Social norms\Reccomendations\Humanitarian\VoiceLeadership\Youth
Social norms\Reccomendations\Humanitarian\GenderStatistics
Social norms\Reccomendations\Humanitarian\DigitalDivide
Social norms\Reccomendations\Humanitarian\CapacityDevelopment
Social norms\Reccomendations\Humanitarian\CapacityDevelopment\Youth
Social norms\Reccomendations\Humanitarian\CapacityDevelopment\GenderAwarenessforMen
Social norms\Reccomendations\Humanitarian\COVID19
Social norms\Findings
Social norms\Findings\EVAW
Social norms\Findings\EVAW\UNcoordination
Social norms\Findings\EVAW\NormativeFrameworks
Social norms\Findings\EVAW\Financing
Social norms\Findings\EVAW\VoiceLeadership
Social norms\Findings\EVAW\GenderStatistics
Social norms\Findings\EVAW\Campaign
Social norms\Findings\EVAW\AccesstoServices
Social norms\Findings\EVAW\EssentialServices
Social norms\Findings\EVAW\CapacityDevelopment
Social norms\Findings\EVAW\COVID19
Social norms\Findings\EVAW\Prevention
Social norms\Findings\WEE
Social norms\Findings\WEE\UNCoordination
Social norms\Findings\WEE\AccesstoServices
Social norms\Findings\WEE\NormativeFrameworks
Social norms\Findings\WEE\Financing
Social norms\Findings\WEE\VoiceLeadership
Social norms\Findings\WEE\GenderStatistics
Social norms\Findings\WEE\DigitalDivide
Social norms\Findings\WEE\Campaign
Social norms\Findings\WEE\CapacityDevelopment
Social norms\Findings\WEE\COVID19
Social norms\Findings\WPS
Social norms\Findings\WPS\UNcoordination
Social norms\Findings\WPS\NormativeFrameworks
Social norms\Findings\WPS\Financing
Social norms\Findings\WPS\VoiceLeadership
Social norms\Findings\WPS\GenderStatistics
Social norms\Findings\WPS\CapacityDevelopment
Social norms\Findings\WPS\COVID19
Social norms\Findings\Humanitarian
Social norms\Findings\Humanitarian\UNcoordination
Social norms\Findings\Humanitarian\NormativeFrameworks
Social norms\Findings\Humanitarian\Financing
Social norms\Findings\Humanitarian\VoiceLeadership
Social norms\Findings\Humanitarian\VoiceLeadership\Youth
Social norms\Findings\Humanitarian\GenderStatistics
Social norms\Findings\Humanitarian\DigitalDivide

Social norms\Findings\Humanitarian\CapacityDevelopment
Social norms\Findings\Humanitarian\CapacityDevelopment\HumanRightsApproach
Social norms\Findings\Humanitarian\CapacityDevelopment\GenderAwarenessforMen
Social norms\Findings\Humanitarian\COVID19
Social norms\Conclusion
Social norms\Conclusion\Country context
Social norms\Conclusion\Regional context
Social norms\Conclusion\EVAW
Social norms\Conclusion\WEE
Social norms\Conclusion\Humanitarian
Social norms\Conclusion\WPS
Social norms\Conclusion\Gender equality
Social norms\Lessons learnt
Social norms\Lessons learnt\Gender equality
Social norms\Lessons learnt\Country context
Social norms\Lessons learnt\Regional context
Social norms\Lessons learnt\EVAW
Social norms\Lessons learnt\WEE
Social norms\Lessons learnt\WPS
Social norms\Lessons learnt\Humanitarian
Social norms\Lessons learnt\Humanitarian\target group (refugees and migrants)
Social norms\Relevance
Social norms\Relevance\EVAW
Social norms\Relevance\EVAW\discrimination against marginalized groups
Social norms\Relevance\EVAW\NormativeFrameworks
Social norms\Relevance\EVAW\UNCoordination
Social norms\Relevance\EVAW\AccesstoServices
Social norms\Relevance\EVAW\VoiceLeadership
Social norms\Relevance\EVAW\GenderStatistics
Social norms\Relevance\EVAW\Financing
Social norms\Impact
Social norms\Impact\GRB

Social norms\Impact\GRB

Social norms\Impact\GRB\Indicators

Social norms\Impact\GRB\CapacityDevelopment
Social norms\Impact\GRB\CapacityDevelopment\Academia
Social norms\Impact\GRB\CapacityDevelopment\CSOs
Social norms\Impact\GRB\CapacityDevelopment\publicsector
Social norms\Impact\GRB\VulnerableGroups
Social norms\Impact\GRB\NormativeFrameworks
Social norms\Impact\GRB\NormativeFrameworks\CEDAW
Social norms\Impact\GRB\NormativeFrameworks\SDG
Social norms\Impact\GRB\UNCoordination
Social norms\Impact\GRB\AccesstoServices

Social norms\Impact\GRB\VoiceLeadership
Social norms\Impact\GRB\VoiceLeadership\RuralWomen
Social norms\Impact\GRB\GenderStatistics
Social norms\Impact\GRB\Financing
Social norms\Impact\GRB\Financing\VulnerableGroups
Social norms\Impact\GRB\RegionalContext
Social norms\Impact\GRB\CountryContext

Annex 2: Protocol for data collection related to violence against women

The primary focus of discussions with rights holders will be on understanding how UN Women supported programming has affected their own life without referring specifically to any affect (positive or negative) around violence. Nevertheless, the following steps will be taken for all interviews:

1. Safety of respondents and research team:
    1. The title of the study communicated to stakeholders will be "learning from UN Women/[partner] efforts to achieve gender equality", so as to avoid confusion and keep the discussion focused on the outcomes of their engagement in development work or leadership activities; and appropriately translated into the local language.
    2. All discussions will be organized in a space that is private and away from public interference. The interviewer will ask whether the respondent feels safe in the space before initiating and if not then will identify a new space or discontinue with the participant.
    3. Informed consent will be obtained after describing the purpose of the interview and how the findings will be used; and prior to initiating the interview/FGD. It is very important to explain the benefits and risks of participation and verify the potential participants comprehension.
2. Protect confidentiality: confidentially of information obtained will be ensured through ensuring the actual names of participants are not included in the report; given that discussions with rights holders engaged by UN Women in programming efforts will be organized, the participants will be requested to avoid sharing details regarding other participants outside of the space; all local laws pertaining to reporting incriminating information regarding violence reported will be followed.
3. Train team members: The National evaluation consultant and the team leader will discuss in advance of field work the protocol for discussions with rights holders, follow the agreed upon interview / discussion guide and agree upon steps to take in the case that violence is reported.
4. Minimize stress to the respondent: the below is adapted from the WHO guidelines:
    a. Data collection tools will be designed in a way that are culturally appropriate and avoid stress to the participant.
    b. The timing and location of the discussions will be determined in consultation with the local staff to ensure that they do not create stress or harm to the respondent.
    c. When distress is detected, inform the participant that the research process has been suspended.
    d. Provide and/or refer the participant for support.
    e. Discuss the appropriateness of continuing the research process on that or on another occasion, or to opt out of the project altogether.
    f. If continuing with the research, inform the participant that the researcher is resuming her research role, and that the process can be interrupted again if the woman becomes distressed again or does not want to continue for any reason.
5. Refer those in need to local services: UN Women CO will provide the evaluation team with a list of services relevant to the specific area of the participant. This will be provided to all participants regardless of whether they have reported that they are affected by violence.
6. Feed findings into efforts to strengthen response to VAW: The WHO guidance discusses the ethical obligation to advocate for the availability of an intervention if it is proven effective.[21] The CPE is being used to inform UN

Women's approach in Indonesia; any specific findings related to the case study will be communicated to the Evaluation Management Group and included in the case study summary and evaluation report.

Annex 3: Data management plan

All data collected through this evaluation is subject to the UN Women Information Security Policy that sets out the basis for UN Women in protecting the confidentiality, integrity and availability of its data to protect these assets against unauthorized usage, access, modification, destruction, disclosure, loss or transfer of data, whether accidental or intentional.

All UN Women staff and other authorized individuals or entities are responsible for maintaining appropriate control over information in their care and for bringing any potential threats to the confidentiality, integrity, or availability of that information to the attention of the appropriate management. Compliance with this Policy is a condition of employment for all UN Women staff and a condition of contract for all other authorized individuals or entities, unless a prior (temporary) waiver is obtained. Failure to comply with this Policy without obtaining a prior waiver shall be dealt with in accordance with Staff Regulations and Rules, or as appropriate, the contractual terms of UN Women's engagement of the authorized individual or entity.

This Data Management Plan outlines key aspects of data protection during this evaluation, namely collection of data and study materials; treatment of consulted populations and observed topics; storage, security and backups; archiving, preservation and curation; discovery, access and sharing and responsibilities of the key IES staff involved.

Collection of data and study materials

Type of data: The Independent Evaluation Service (IES) is conducting the Feminist Collaborative Evaluation of UN Women programming on social norms to inform future programmatic work of the organization. The FCE team is comprised of the IES Regional/Evaluation Specialists, two regional analyst consultants, one global expert consultant on social norms and feminist evaluation approaches, four independent national consultants, and an evaluation intern.

The data collection process is organized via web/telephone interviews, on-line surveys, in-person interviews and field visits, and desk reviews. Therefore, digital statistical (surveys) and textual data (interview notes, documents) will be collected and stored using UN Women' MS sharepoint/OneDrive accessible by evaluation team members only. Only personal data collected and used in this evaluation will be: names and last names of the interviewees, their function in the organisation/institution and the affiliated institution. Personal names and last names will not be published in any of the reports and will be known only to the evaluation team members. Codes will be used to anonymize actual interview notes.

Desk review is focused on existing data collection and review (plans, programme and project reports, publications), most of them already publicly available. New sets of data include data collected from key informant interviews and survey.

Methods of data / materials collection: Interviews will be organized remotely using online communication tools (MS teams, zoom) or telephone lines. Meeting minutes will be taken (MS Word) and stored. No audio recordings of individual interviews will be made, however, recordings of discussions over video platforms such as Zoom or Microsoft teams were taken with consent where required.

Any survey will be designed using MS forms and distributed to UN Women staff and targeted coordination partners via email link. Survey will ask for identification of UN Women Country Office / Presence or an organization but will not ask for the personal data of those filling the questionnaire.

Quality assurance and data validation: The evaluation will adhere to UN Women Evaluation Policy, UNEG Norms and Standards for Evaluation, Ethical Guidelines and Code of Conduct, UNEG guidance on integrating Human

Rights and Gender Equality in evaluations with gender responsive and human rights approaches integrated into the approach. To ensure quality and that all required information is included, the evaluation team will self-assess the draft evaluation report using the UN Women Global Evaluation Reports Assessment and Analysis System (GERAAS) tool.

No automatic processes of data validation will be introduced. Raw data will be quality assured by the evaluation team members (which will be the only persons having access to them) using cross reference and triangulation of data from different sources.

Processed data in a form of findings and reports will be subject to quality review / validation by the peer reviewer, the evaluation reference group, and the evaluation management group. Due to the dual role of the regional evaluation specialist in this evaluation, as both team leader and manager of the evaluation, Peer Reviewers from IEAS were engaged to add an extra set of objective eyes and ensure that the GERAAS criteria and UN Ethical Guidelines are adhered to.

Treatment of consulted populations

Consulted populations will include UN Women personnel, partner UN and other development agencies, donor/development partners' representatives, government representatives, civil society organisations, grass root and informal groups and rights holders participating in UN Women efforts.

Evaluation also aims to capture the perspective of the duty bearers who have been directly and indirectly involved in the implementation of the UN Women social norms programming efforts to advance GEWE.

In general, evaluation is focused on topics of UN Women programme implementation and results which are not categorized as sensitive. Still, descriptions of the context (social norms, pressure of different interest groups) or sharing the stories from the past can be sensitive for some key informants. In case any topic turns to be sensitive for the key informant, evaluators will not insist on it in order not to make any additional stress to the interviewee.

In all cases, evaluation will be conducted with integrity and respect for the beliefs, manners and customs of the social and cultural environment; for human rights and gender equality; and for the 'do no harm' principle. Interviews will be led with a tone of respect, openness and rapport.

Evaluators will respect the rights of institutions, organisations and individuals to provide information in confidence. Before collecting any data, an explanation of the purpose and the intention of the evaluation will be provided in the language of the interview and explicit oral consent will be sought.

Presentation of findings in the report will ensure anonymity of the key informants. Sensitive data will be protected and ensure they cannot be traced to its source. Actual names of participants are not to be included in the Final Evaluation Report.

Storage, security, and backup

Software and platforms used for data processing: Microsoft word, excel and powerpoint will be used to store and present data. Nvivo will be used for qualitative data analysis. Microsoft forms will be used for quantitative data analysis of the survey.

Collected data will be shared and stored via secure file sharing service - UN Women MS One Drive sharepoint folder and will be protected under overall data protection mechanisms by UN Women IT service. The folder will be accessible to evaluation team members only.

Temporarily during data collection phase, interview notes, reviewed documentation may be stored in business computers of the UN Women Evaluation Specialist and private/business computers of independent evaluation consultants or in a form of written notes (depending on the conditions during the interviews, availability of the

internet, access to sharepoint etc.). As soon as the data collection is completed and notes are transferred to sharepoint drive, data will be deleted from personal computers.

Once evaluation is over, access to share point folders will be revoked to all external evaluation team members.

Archiving, preservation and curation

Upon completion of the evaluation, IES evaluation team leader will create a clean dataset containing files that might be relevant for further use in evaluations and research by UN Women. UN Women recommends preserving data for four years, covering the four-year Strategic note period. The data will be archived on TeamMate.

Personal data (names and last names) of interviewees will be removed/deleted from the interview notes/summaries. All data not assigned to the archive will be deleted upon completion of the evaluation.

Informed consent Checklist

The following checklist aims to assist in elaborating the informed consent using criteria applicable to all IES projects (required), and additional criteria for certain projects (where applicable).

Checklist area	Yes	No
All IES projects (required)		
Evaluator introduces him/herself including **affiliation**	☐	☐
Describes the **purpose** of the evaluation and data collection	☐	☐
Consent is administered in a **language** that the participant understands, and that excludes jargon or confusing language, ensuring that phrasing is clear, comprehensible and concise	☐	☐
Statement of **voluntary** nature of participation and **duration**	☐	☐
Statement on **confidential** nature of participation to the extent possible	☐	☐
Contact information is provided for further questions about their rights as participants	☐	☐
Space for questions and verbal/written **consent** (yes/no)	☐	☐
IES projects involving vulnerable populations and/or covering sensitive topics (where applicable)		
Description of overall **procedures** to be followed, including selection of persons for voluntary participation	☐	☐
The individual and global **benefits** of the evaluation are described, as well as the contents of the survey/interview/focus group (i.e. demographics, education, savings behaviors, etc.)	☐	☐
A statement that the consultation or procedures may involve **risks** to the subjects (that are currently unforeseeable), and adequate description of such risks or discomforts (i.e. if some questions make respondents feel uncomfortable)	☐	☐
Clearly state if there are any **costs** associated with participation, and if so, specify what they are	☐	☐
Procedures for any **recording** including: • If recordings will be taken and what type (audio/video) • When and why the recordings will be taken • How the recordings will be kept confidential and when they will be destroyed • Whether being recorded in this manner is a requirement of participation, and if not, how participants can express that they would not like to participate	☐	☐
A statement about whether participants' information might be stripped of identifiers and used for **future evaluation/research**	☐	☐

Any **compensation** for participation, such as a payment or gift	☐	☐
Statement that refusal to participate or withdrawal at any time will not lead to penalty or loss of benefits	☐	☐